

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Housekeeping/Maintenance Plan	
DRC CBCF STANDARD: Facility Specific, #3	
ACA STANDARD: #4-ACRS-1A-06	PAGE <u>1</u> OF <u>2</u> PAGES

I. POLICY

The facility is clean and in good repair, and housekeeping and maintenance plan is in effect.

II. PROCEDURES

- A. The Operations Director or designee monitors a housekeeping and maintenance plan to ensure that River City Correctional Center (RCCC) is clean and in good repair. Inspections are scheduled. All deficiencies are reported in writing to the Operations Director or designee. The resident population is responsible for the upkeep and cleanliness of their assigned dorms as well as being assigned daily housekeeping and grounds keeping duties. A TC Tights Chore Manual outlines the specifics of same and is maintained under the direction of the Operations Director or designee. A preventive maintenance schedule is posted in the Maintenance Office.
- B. RCCC does not allow smoking anywhere in the building or on the property. "No Smoking" signs are posted and appropriate receptacles for extinguishing smoking materials are in place.
- C. To ensure that residents have clean linens, the following procedures are followed.
 1. Residents place linens outside dorm doors prior to going to breakfast/brunch or prior to departure for work/pass, whichever comes first.
 2. Resident Supervisors observe residents to ensure laundry linen is placed in the laundry room.
 3. Resident Supervisors check each dorm to ensure all linen to be laundered is removed.
 4. Resident Supervisors instruct the assigned residents to start laundry and to have it completed in a timely manner.
 5. Resident Supervisors provide disposable gloves for residents on request.

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6. Exceptions to designated days may be made in cases of heavily soiled linens. Resident Supervisors may grant permission for residents to launder their own linen with annotation being made in the control log. Facility linens are still laundered on scheduled days.

D. The Operations Director or designee thoroughly inspects each occupied dormitory room daily and documents his/her findings as to the condition of said rooms on the Daily Dormitory Inspection Form. This inspection includes the general appearance and housekeeping of the rooms. Any corrective action is noted. Once completed, the Daily Dormitory/Pod Inspection is filed on the Pod.

E. Under the Operations Director or designee, the Resident Supervisor inspects the facility, its grounds, and its contents to ensure that they are reasonably free of health, fire and safety hazards. In addition, said staff member inspects all grounds, walkways, driveways and parking lots to ensure that they are in good repair and well-lighted toward safety and perimeter security.

Any staff member noticing the need for repair or replacement of any damaged property advises the Operations Director or designee regarding same in writing utilizing the Maintenance Repair Request Form. Appropriate action will be taken by the Operations Director or designee.